Siliguri Institute of Technology

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Celebrating 25

Internal Quality assurance Cell (IQAC)

Notice- Call for Meeting

REF. NO.: (IQAC/2023-24/GM/02)   Date: 16.10.2023

Meeting Date: 31-10-2023
Meeting Time: 4:30 PM
Meeting Venue: SIT Conference Room

Subject: General Meeting of the IQAC

Address to:

1. Members of the IQAC

Meeting Agendas:

1. Discussion on precise areas for enhancing the quality of the institution based on findings from the academic and administrative audit conducted between August 28, 2023, and September 1, 2023.

2. Determine the deadline for providing the required data for NAAC criteria, ensuring the timely upload of the Annual Quality Assurance Report (AQAR) for the year 2022-2023.

3. Review and plan the array of programs and initiatives to be organized by the Internal Quality Assurance Cell (IQAC) throughout the academic year 2023-2024.

4. Miscellaneous.

16.10.23
Convener, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology

Internal Quality assurance Cell (IQAC)
Minutes of the Meeting (MOM)

Ref No. (IQAC/2023-24/GM/01)
Meeting Date: 31-10-2023
Meeting Venue: SIT Conference Room
No. of members Present: 24
No. of members absent:06

Sl No.	Agenda	Discussion and Outcome
1.	1. Discussion on precise areas for enhancing the quality of the institution based on findings from the academic and administrative audit conducted from August 28, 2023, and September 1, 2023.	• Departments that may have faced lacuna in effectively submitting the required documents during the Academic and Administrative audit are encouraged to address this issue within the month of December 2023. Additionally, we expect all departments to develop a self-assessment checklist tailored to their own performance, which can serve as a tool for enhancing their processes. High-performing departments such as ECE and CSE are available to offer guidance and support to other departments as they prepare for their audits.
2.	2. Determine the deadline for providing the required data for NAAC criteria, ensuring the timely upload of the Annual Quality Assurance Report (AQAR) for the year 2022-2023.	• For successful completion of collection of all data requiring of AQAR submission the house has taken a decision it would be completed within the month of March 2024. IQAC Coordinator will prepare the deadlines to follow in this regard for approval by the authority. NAAC Committee need to point out the metrics of improvement.
3.	3. Review and plan the array of programs and initiatives to be organized by the Internal Quality Assurance Cell (IQAC) throughout the academic year 2023-2024.	• IQAC Coordinator will create committee for conducting various events in association with other statutory committees of the institute.
4.	Best Practices	• In the forthcoming academic year, we are considering the integration of well-established best practices, such as Outcome-Based Education and the Employability Enhancement Drive, with a

		new focus on ISW analysis & comply (Interest, Strengths, and Weaknesses) to further enhance our educational approach.
5.	Quality assurance bench marking	• Before the successful execution of events organized by different departments, they should undergo a review by the IQAC (Internal Quality Assurance Cell).
6.	Placement	• The qualities and characteristics of the students who have secured placements may influence their peers and those who are yet to be placed. It is important for the placement cell to determine the percentage of students who meet the company's requirements and continue to meet the specified criteria for job applications.
7.	Miscellaneous	• The college may host more club events, like robotics, GDG, hackathons etc, with the aim of enhancing student engagement and increasing attendance.

07. 11. 23

Convener, Internal Quality Assurance Cell (IQAC)
Siliguri Institute of Technology

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ACTION TAKEN REPORT

Committee Name: IQAC

REF. NO.: ((IQAC/ 2023-24 /GM-01)

Meeting Date: 31.10.2023 Meeting Venue: Conference Room of SIT

Minutes Issued By: Dr. Debajyoti Misra

SL. NO.	AGENDA	RESOLUTION	ACTION TAKEN
1	Discussion on precise areas for enhancing the quality of the institution based on findings from the academic and administrative audit conducted from August 28, 2023, and September 1, 2023.	Departments that may have faced lacuna in effectively submitting the required documents during the Academic and Administrative audit are encouraged to address this issue within the month of December 2023. Additionally, we expect all departments to develop a self-assessment checklist tailored to their own performance, which can serve as a tool for enhancing their processes. High-performing departments such as ECE and CSE are available to offer guidance and support to other departments as they prepare for their audits.	Identification of the areas of improvement during academic and administrative audit held on 30.08.2023.
2	Determine the deadline for providing the required data for NAAC criteria, ensuring the timely upload of the Annual Quality Assurance Report (AQAR) for the year 2022-2023.	For successful completion of collection of all data requiring of AQAR submission the house has taken a decision it would be completed within the month of March 2024. IQAC Coordinator will prepare the deadlines to follow in this regard for approval by the authority, NAAC Committee need to point out the metrics of improvement.	Annual Quality Assurance Report (AQAR) for the year 2022-2023 would be submitted within April 2024.
3	Review and plan the array of programs and initiatives to be organized by the internal Quality Assurance Cell (IQAC) throughout the academic year 2023-2024.	IQAC Coordinator will create committee for conducting various events in association with other statutory committees of the institute.	Various committees related to Faculty Development and others are created.
4	Quality assurance bench marking	Before the successful execution of events organized by different departments, they should undergo a review by the IQAC (internal Quality Assurance Cell).	Reviewed the same by IQAC (internal Quality Assurance Cell).

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	Placement	The qualities and characteristics of the students who have secured placements may influence their peers and those who are yet to be placed, it is important for the placement cell to determine the percentage of students who meet the company's requirements and continue to meet the specified criteria for job applications	Training and Placement cell has taken the initiatives.
1.	Miscellaneous	The college may host more club events, like robotics, GDG, hackathons etc, with the aim of enhancing student engagement and increasing attendance.	College has taken initiative to conduct events like Hackathons, Ideathon, Technical fest etc.

Dr. Debajyoti Misra

Name of the Coordinator & Convener

Debajyoti Misra

Full Signature   23.02.2024

Dr. Mithun Chakraborty
Chairperson , IQAC Committee

23/02/24

Full Signature